

CLERK'S HELPFUL HINTS

1. The Workers' Compensation Court is open Monday through Friday from 8:00 a.m. through 5:00 p.m. and during the lunch hour. The Court observes all **State holidays**.
2. A significant number of pleadings are being returned to the parties that are not in compliance with the Court rules. Please review Rule **24.5.306** before sending pleadings to the Court. Pleadings will continue to be returned if not in compliance. Your assistance is appreciated.
3. If you have questions regarding procedures with the Court, please feel free to contact us at **406-444-7794**
4. Please use the **WCC No.** on **all** documents filed with the Court, even if you are only sending the Court a courtesy copy of a letter or a pleading.
5. Before filing a Petition For Hearing with the Court, be sure to read **Rule 24.5.301**. We need the copies, names, and addresses to serve the adverse parties.
6. The phone number for the Mediation Unit is **406-444-6534** - Kay Henry. The address is: Employment Relations Division, Mediation Unit, P.O. Box 8011, Helena, MT 59604. E-mail at: **www.erd.dli.mt.gov**
7. The general phone number for the Montana State Fund is **406-444-6500 or (1 -800-332-6102** in Montana only.) The address is: Montana State Fund, P.O. Box 4759, Helena, MT 59604. E-mail at: **www.montanastatefund.com**
8. Please **two-hole punch** any documents **over 5 pages** before filing them with the Court. They should be 8 1/2" centered. We would appreciate your assistance.
9. Do **not** list the **Employer** in the caption of your pleadings. See the exception in **Rule 24.5.301(4)**.
10. Exhibit notebooks must have the claimant's last name and WCC No. on the spine of the binder and must have the full caption of the case listed on the front of the Exhibit notebook.
11. The Court **does** accept fax filings. Please see Rule **24.5.303(6)**. All pleadings that are faxed to the Court must be mailed pursuant to the rule.
12. **Please mail all your pleadings to our post office box:**

Workers' Compensation Court
P.O. Box 537
Helena, MT 59624-0537

Our street address is:

Workers' Compensation Court
1625 11th Ave.
Helena, MT 59601

NOTE: The post office does not deliver mail to us at our street address.

13. The **updated** e-mail addresses for the Court staff are:

Jim Shea jimshea@mt.gov
Judge

Paul Simon psimon@mt.gov
Law Clerk

Jeanine Blaner jblaner@mt.gov
Law Clerk

Patricia J. Kessner pkessner@mt.gov
Clerk of Court/Administrator

Clara Wilson cwilson@mt.gov
Deputy Clerk/Pretrial Hearing Examiner

Jackie Bockman jbockman@mt.gov
Deputy Clerk/Web Master

Court website is: <http://wcc.dli.mt.gov>

We do not have voice mail. If you prefer, you may leave an e-mail for the employee.

14. We have a list of miscellaneous forms listed on the website under: **Legal Information** - then click on **Forms**. If you would like samples of other documents/pleadings, please contact the Court, and we will try to assist you.

15. Contact the Court immediately by telephone if a case settles and then follow-up with a letter/motion/stipulation. Send a Proposed Order to the Judge for signature, if needed.

16. Notify the Court if an extension of time is necessary. The Court must be notified as well as all parties of record. Copy all parties of any correspondence to the Court.